



BRP WS 25 Approval of Treatment Facility Modification **Instructions and Supporting Materials**

Table of Contents

- introduction
- permit fact sheet
- completeness checklist

Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BRP WS 25 Approval of Treatment Facility Modification Permit Fact Sheet

1. What is the purpose of this approval?

This approval serves to protect the public's health and welfare by insuring that minimum drinking water requirements are met in the modification of a drinking water facility. Legislative authority is stated in MGL Chapter 111, section 160A. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

2. Who must apply?

Public water suppliers or their representatives must apply if they want approval for modification of their water treatment facility.

3. What other requirements should be considered when applying for this approval?

If the water supplier or their representative apply for this approval it may be necessary to apply for other water treatment approvals BRP WS 23 or BRP WS 24.

Note: Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

4. What is the application fee?

For facilities treating less than 40,000 gallons per day: \$550
For facilities treating 40,000 or more but less than 200,000 gallons per day: \$860
For facilities treating 200,000 or more but less than 1,000,000 gallons per day: \$2,210
For facilities treating 1,000,000 gallons per day or more: \$3,070

5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION:

Department of Environmental Protection
* Regional Office

Water Supply

*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

What is the Reserve Copy Location?

RESERVE COPY LOCATION:

None Required.

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:
<https://www.mass.gov/lists/massdep-fees-timelines>

7. What is the annual compliance fee?

There is no annual compliance fee for this approval.



BRP WS 25 Approval of Treatment Facility Modification

Permit Fact Sheet

8. How long is this approval in effect?

This approval shall remain in effect for 2 years from the approved date or as otherwise determined by MassDEP, as long as the application continues to meet minimum drinking water standards and conforms to current Division of Water Supply guidelines and policies, described in Guidelines and Policies for Public Water Supply Systems, and available at the State House Bookstore.

9. How can I avoid the most common mistakes made in applying for this approval?

- a. Attach all material as requested on the Application Completeness Checklist.
- b. Submit fee and one page of the MassDEP Transmittal Form to:

Department of Environmental Protection
P. O. Box 4062
Boston, MA 02211.

10. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment

BRP WS 25 Approval of Treatment Facility Modification

Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- Application Form BRP WS Application is completed.
- A cover letter is attached explaining the request.
- A Massachusetts Professional Engineer's Certification and dated stamp is included.

To submit the application package:

- Checklist items have been completed.
- Send one copy of the application along with one page from the MassDEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Water Supply
*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- Send fee in the appropriate amount for the size of the treatment facility (see Question #4 above), in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one page from the MassDEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211